AD-3.1 Adm. Support: Agreements AD-3 ADMINISTRATIVE SUPPORT ADMINISTRATIVE SUPPORT AD-3 25 YEAR RE-REVIEW STATINTL AD-2.3 AD-2.2 AD-2.1 Adm. Issuances: Memoranda AD-2 ADMINISTRATIVE ISSUANCES AD-2 ADMINISTRATIVE ISSUANCES AD-1.3 Adm. Audit & Review: Special Projects Adm. Audit & Review: Country Reviews AD-1.1/2 Adm. Audit & Review: Adm. Audits: Imprest Funds AD-1.1/1 Adm. Audit & Review: Adm. Audits: Contract Adm. Audit & Review: Adm. Functional Audits AD-1 ADMINISTRATIVE AUDIT & REVIEW AD-1 ADMINISTRATIVE AUDIT & REVIEW

READ UPWARD

This example shows how the subjects from the category of AD - ADMINISTRATION would appear in a file drawer. The illustration shows:

1 Prinary (Main Subject) <u>Guide with tab at left.</u>
3 <u>Secondary Guides with tabs in center position</u>.
14 Folders representing the first thirteen subjects in the File Classification

STATINTL

AD-3.2

AD

ADMINISTRATION

ADMINISTRATION

Captions on <u>all Guides</u> and <u>their corresponding Folders</u> are typed in <u>CAPITAL LETTERS</u>.

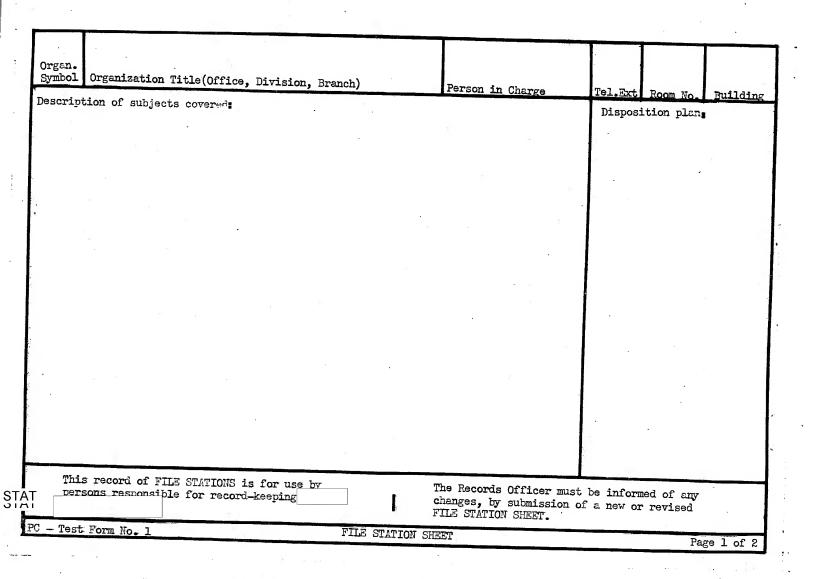
All other Folder Labels are typed in upper and lower case.

Labels should be typed uniformly. Purpose is to have captions in a straight line (as in a telephone directory) for

quick comprehension and finding. Approved For Release 2009/05/13: CIA-RDP74-00390R000300070006-2

Approved For Release 2009/05/13 : CIA-RDP74-00390R000300070006-2

Approved For Release 2009/05/13 : CIA-RDP74-00390R000300070006-2



Approved For Release 2009/05/13 : CIA-RDP74-00390R000300070006-2

	Records Series	Quant.	Date	Authority	Ref.No.
Action	Records Series	guarro.			
9					1
isposal					
				•	
tirement					1
		*			
) .	
		*			
			ļ		
Requests for				·	
Records					
		65			

Approved For Release 2009/05/13: CIA-RDP74-00390R000300070006-2

FCR RECORDS ACCUMULATED PRIOR TO INSTALLATION OF THE NEW FILES SYSTEM

	*	Office:	· · · · · · · · · · · · · · · · · · ·
Inventory Sheet No.	,	2. Submitted (First Words)	3. Apply Retirement/Disposition Instructions for New Subject Code, end/or Note below.
• ()			
Column 1:	development o	abers of the inventory sheets of the new filing system. (Copporately for ready reference).	pies of inventory sheets.
Column 2:	Contains the fication of t	first few words (from invento	ory sheet) for ease of identi-
Column 3:	schedules, where tirement or	subject code(s) of the new synich will be applied to the old disposition. In some instarons explained in Box below:	d records for purposes of
	表表。 最近 16 mm (1 mm) 1 mm (1	EXPLANATION OF NOTE	на достроння дост дост для начина начина на зовет на того в за в настоя на содорова в содорова дострона за вод С 5 С 5
	NOTE STATES	EXPLANATION	managan sama sama sama sama sama sama sama sa
	A an	Working files and papers, exmaterial. Dispose after 1 3 needed for active office use	year or when no longer
	B	Consists of a variety of sub and non-record usually filed papers to the new files syst consume too much time. Follow	l together). Sorting of tem is impractical and would
	AND	policy or procedural mate after 1 year or when no	ith known official records, ter contained therein. Retire longer needed for active office al not authorized for disposal.
	en - E-, von Beggieser en Europe (1921) en		rs for any official records, ter. Where such material is same manner as (1) above.
<u>.</u>	merchanism of the state of the	 Retire remaining reco years after retirement. 	ords after 1 year for disposal
	NR -	Non-Record. (Files used for stocks, etc.). Do not conta	temporary storage, extra copy ain permanently filed material.